



## **BROOKHAVEN EMPLOYEES' RECREATION ASSOCIATION (BERA)**

### **ADMINISTRATIVE MANUAL**

Revised May 2012

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## I. INTRODUCTION

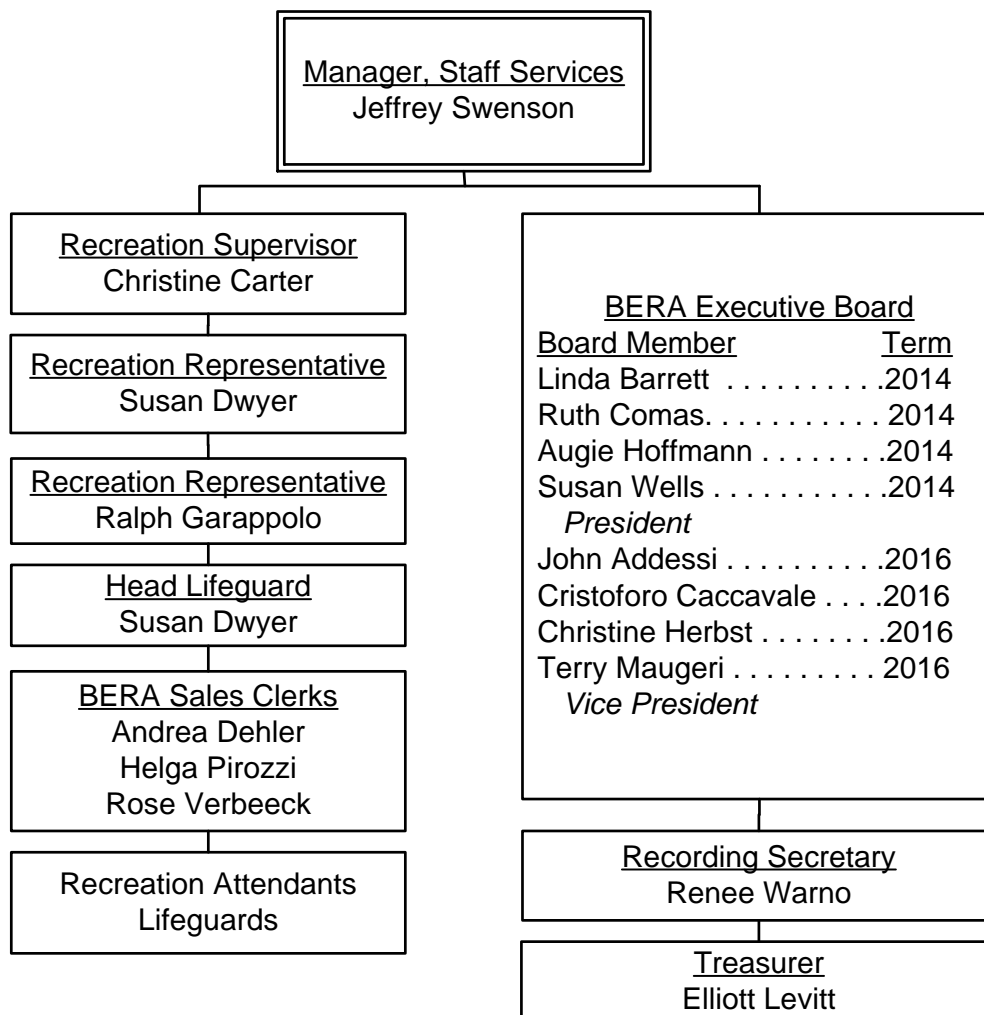
The Laboratory establishes and maintains recreation facilities on the site and encourages a varied program of activities that is administered by the Staff Services Division. The supervision of all activities is the responsibility of the Manager, Staff Services.

The Brookhaven Employees' Recreation Association (BERA) assists in the administration of the overall program. All employees as defined in Article III, Section 1, of the Constitution, are automatically members and are eligible to vote in the annual election of Executive Board Members. The Board consists of eight members whose main functions are to recommend policies, rules, procedures and a budget, which are submitted to the Manager, Staff Services for Laboratory approval.

The purpose of this manual is to assist those employees associated with the administration of the recreation program. Suggestions and recommendations to make this manual more helpful are encouraged.



## II. ORGANIZATION CHART



### III. LIST OF ACTIVITIES

Go to the link listed here for a complete up-to-date list of all BERA Clubs:  
<http://www.bnl.gov/bera/recreation/clubs.asp>



### IV. CONSTITUTION AND BYLAWS OF THE BROOKHAVEN EMPLOYEES RECREATION ASSOCIATION

#### ARTICLES OF THE CONSTITUTION

##### Article I - Name

Section 1      The name of the Association is "The Brookhaven Employees' Recreation Association" (BERA). BERA is a 501C4 Recreational/Social organization that is not for profit, but is not Tax Exempt.



##### Article II - Purpose

Section 1      The Association is established to assist employees in organizing Laboratory-wide recreational, social, and cultural activities at Brookhaven National Laboratory within the Laboratory's approved welfare and recreation program.



##### Article III - Membership

Section 1      BERA members are employees and retired employees of BNL, BSA, the Brookhaven Area Office of the U.S. Department of Energy, and members of their immediate families; persons with BNL or BSA guest and visiting appointments, and members of their immediate families; employees of permanent on-site employers (such as Cafeteria, Credit Union, Upton Post Office, etc.), and members of their immediate families. **"Immediate Family" is defined as spouse, children, and parents. Participants in BERA athletic leagues, clubs and competitive events must be 18 years or older provide proof of health insurance is required for contractors and family members. A copy will be kept on file in the office.**

The right to vote on amendments to this Constitution and Bylaws, and on the election of Executive Board Members, is reserved to those persons who are active employees of BNL, BSA, DOE or permanent on-site employers, not retirees or guests or contractors.



##### Article IV - Management

Section 1      The affairs of the Association shall be conducted by an Executive Board consisting of eight voting Members elected by the membership for a term of four years. Executive Board Members may not serve more than one consecutive term.

Elections will be held bi-annually rather than annually, as approved in January 2007. In addition, the Manager, Staff Services, Recreation Supervisor, Treasurer and Recording Secretary of the Association shall be non-voting members.

- Section 2      Candidates for election to the Board will be identified by members of the sitting BERA Executive Board. At least two candidates shall be proposed for each vacancy.
- Section 3      In the management of the Association, the Executive Board shall abide by all rules and regulations of Brookhaven National Laboratory, and shall obtain the approval of the Director of Brookhaven National Laboratory or his designee, in regard to all programs, expenditures and accounting practices and the use of property and facilities of the Laboratory.

#### ▲ **Article V - Meetings**

- Section 1      Regular meetings of the BERA Board shall be held monthly to formulate and carry out plans for the association. Issues requiring a vote shall be decided by a simple majority vote of the Executive Board Members present at the meeting.
- Section 2      Special meetings of the Board may be called by the President or Vice President or a quorum of the Executive Board or by a petition to which the signature of twenty-five members has been affixed.
- Section 3      A quorum of the Executive Board shall consist of five voting members.

#### ▲ **Article VI - Officers**

- Section 1      The President, Vice President, and Secretary shall be elected by and within the Board for a term of one year. The Board shall select the Treasurer after consultation with the appropriate official of Brookhaven Science Associates.

#### ▲ **Article VII - Vacancies**

- Section 1      Should the office of President be vacated, the Vice President shall automatically take over his/her duties for the unexpired term.
- Section 2      In the event of a vacancy in the office of Vice President or Secretary, the Executive Board shall elect one of its members to the office for the unexpired term.
- Section 3      In the event of a vacancy on the Board, the remaining Board Members shall appoint the first previous losing candidate that held the most votes to the office for the unexpired term. If that candidate declines to accept the position, the BERA Board shall then appoint the next candidate after the first losing candidate that has the most votes. This shall continue until there are no longer candidates to choose. In the event none of the candidates accept to fill the vacancy, then the BERA Board shall appoint, by a quorum, any previous Board member who last served on the Board. If the previous selected Board Member declines, this process shall continue until a Board member has been appointed and has agreed to fill the vacancy for the unexpired term.

#### ▲ **Article VIII - Amendments**

- Section 1      Amendments to this Constitution shall require a vote of the BERA Executive Board. A majority of two-thirds (2/3) of the ballots cast will be required for approval of the proposed amendment.

Section 2 Notice of such a vote and the proposed amendments shall be given two weeks before the date of said election.

## Bylaws

### **Article I - Duties:** Board Members, Executive Officers

**Section 1** The duties of the Executive Board shall be as follows:

- 1) to formulate the policies, rules and regulations of the Association to conform with the Constitution and Bylaws;
- 2) to confirm or reject appointments made by the President;
- 3) participate in a minimum of 75% of all Board meetings per year;
- 4) chaperone a minimum of 3 trips per year;
- 5) to attend to all business not otherwise specified in the Constitution and Bylaws of the Association;
- 6) to approve expenditures authorized by the Board.

**Section 2** The duties of the President shall be:

- 1) to preside at all meetings of the Association;
- 2) to serve as official representative of the Association;
- 3) to respond to BERA Board requests regarding events, monetary and emergency requests as it applies to BERA clubs and;
- 4) to make the decision as to whether the requests can be discussed at the next board meeting in lieu of email voting;
- 5) to appoint committees subject to the approval of the Board;
- 6) to issue all reports as required;
- 7) to see that the Constitution and Bylaws of the Association are enforced.

**Section 3** The duties of the Vice President shall be:

- 1) to assume full responsibility for the duties of the President in his/her absence;
- 2) to be a non-voting member (ex-officio) of all committees appointed by the President and to provide liaison between the committee and the Executive Board as required.

**Section 4** The duties of the Treasurer shall be:

- 1) to keep a detailed record of the finances of the Association;
- 2) to furnish proper receipt for all moneys expended by him;
- 3) to provide the Executive Board with a monthly budget statement and a quarterly financial statement;
- 4) to serve as advisor (ex-officio) to the Finance Committee;
- 5) to sign checks for submission to persons designated by the Laboratory for counter-signatures;
- 6) to enforce expenditure authorizations depending on the availability of funds within the allocations of the individual annual budgets;
- 7) to attend meetings at the request of the Executive Board.

**Section 5** The duties of the Secretary and Recording Secretary shall be combined:  
(Effective as of May 2008)

- 1) to submit minutes of the previous meeting at the opening of each meeting of the Association and Executive Board, and to maintain the official record of these minutes;
- 2) to call roll at meetings and ascertain if a quorum is present;
- 3) to assume full responsibility for the correspondence of the Association;
- 4) to issue calls for meetings under the direction of the President.

**Article II - Selection of Officers**

**Section 1** Further to Articles VI and VII of the Constitution, the selection of officers shall be by open nomination and by a majority secret ballot vote of the new Executive Board. If a tie vote exists after two rounds of voting, the Executive Board shall make an ad hoc decision on the method of selection.

**V. POLICIES AND PROCEDURES**

**A. BERA BOARD**

**Nominating and Election Procedures – Elections will be held every 2 years beginning January 2008.**

- 1) Let it be known that a vote was taken at the BERA Board meeting on Thursday, January 12, 2012 confirming:

Beginning January 2012, the process of having to gather a Nominating Committee has been dissolved.

The sitting BERA Executive Board will be the point of contact for identifying and gathering all potential candidates for the next BERA Board election. The Board members will distribute the pertinent information to all potential candidates.

- ~~1) At the regular January meeting of the Executive Board, the members shall appoint a nominating committee of approximately nine employees familiar with the recreation program to select nominees for the BERA Executive Board. The Board shall attempt to have this committee representative of as many Laboratory work units and recreation interests as possible.~~
- ~~2) Also at the January meeting, the Vice President shall be designated chairperson of the nominating committee. In addition to scheduling and conducting the nominating committee meeting, the chairperson shall notify those employees appointed to serve on the committee. If an employee expresses a desire to be considered a BERA Board candidate for the coming election, that employee shall be requested to decline the committee appointment.~~
- ~~3) Members of the committee shall be notified by memorandum of the meeting particulars, and will be provided with copies of the following: BERA Constitution and Bylaws, Nominating Procedures, Election Procedures, and Nominating Selection Form.~~
- ~~4) A prior announcement of the committee meeting shall be published in the Brookhaven Bulletin to give employees an opportunity to suggest candidates for consideration by the committee.~~
- ~~5) At the nominating committee meeting, the Vice President shall inform the committee of the duties and responsibilities of the BERA Board, and also advise the committee to avoid over-representation on the Board.~~
- ~~6) Procedure for selection of the slate of candidates:~~
  - ~~a) The committee shall select a slate of eight candidates to fill four vacancies for a term of four years.~~
  - ~~b) The committee shall accept candidates who have shown active interest and participation in the recreation program. It is the function of the nominator to present this information to the committee.~~
  - ~~c) All candidates listed on the Nominating Selection Forms shall be briefly discussed.~~
  - ~~d) When no further candidates are presented, a general discussion shall be held. In order to provide a balanced representation, some names may be eliminated from further consideration either by the consent of the nominator or a vote of the committee.~~
  - ~~e) Votes shall be taken by ballot until the slate is selected. At least three alternates shall be chosen in the event that any of the candidates decline the nomination.~~
- a) A member of the Staff Services Division Administration Office shall contact each selected candidate's department chairman/head for department concurrence prior to the notification of the candidate.



- b) The Vice President shall notify the candidates that they have been selected and shall inform the BERA Board President when all acceptances have been received.
- c) The slate of candidates shall be announced in the next issue of The Bulletin.
- d) Candidates must be full time BNL employees. No retirees, contractors or guests.



### **Election Procedures – Elections will be held every 2 years beginning January 2008.**

- 1) The election of Executive Board members shall be conducted by an in-person vote of all employees as specified in Article III, Section 1, of the Constitution. The four candidates receiving the most votes shall be elected.
- 2) The announcement of the election, including the slate of candidates, shall appear in a February issue of the Brookhaven Bulletin.
- 3) The election shall be conducted during the month of March. Voting stations will be established in designated on-site buildings and will be listed in the Brookhaven Bulletin at least twice prior to the elections dates.
- 4) Absentee votes, for employees who will not be on site during voting week because of business trips or other reasons, will be accepted only on an official absentee ballot form or their vote cast in person at the office of the Recreation/BERA Supervisor, Building 400, one week prior to the scheduled voting week.
- 5) At least one incumbent Board member shall be present at the designated voting station during specified election hours to verify employees' voting eligibility.
- 6) Ballots shall be tallied at the end of the final voting session by tellers appointed by the Board.
- 7) The results of the election shall be announced in the Brookhaven Bulletin.
- 8) The newly elected members of the Board will be invited, as non-voting members, to the April meeting, and will assume their active duties on the first day of May.
- 9) Voting will be open to all employees, retirees and term appointed guests of BNL.



## **B. FINANCE**

### **Budget Policy**

It is the policy of BERA to promote and assist new activities as much as possible with the hope that the activities will tend to become self-supporting as they progress, thereby enabling the Association to sponsor a greater number of activities and offer a more varied program to all employees.

Realizing that some activities can never become self-supporting, the BERA Board tries to evaluate the interest, participation, needs and costs of such program in an effort to determine

the extent of BERA support which should be given. It is obvious, because of the many differences and variables involved in each activity, that no set formula can be developed to apply to each case.

### **Laboratory Support Income**

Effective January 1998, Appendix A to the Prime Contract (DOE) was approved to provide that the Laboratory would support BERA with annual funds not to exceed an amount equal to \$10.00 per employee based on the total number of employees (excluding temporaries) as of January of each year.

### **Account Procedures**

#### **General**

The Association Treasurer will maintain the accounting records on a cash basis. Capital equipment purchases will be fully reserved (cash value written off) in the period in which they are acquired. Items purchased for resale are not recognized as inventory.

#### **1. Budget Accounting**

Each activity requesting a budget allocation must have a constitution/By-laws on file in the Recreation Office and must submit a completed activity questionnaire and a budget request form prepared by the activity chairman, itemizing expenditures and estimated income (if any). These forms must be submitted to the Recreation Supervisor two months prior to the beginning of the new fiscal year. The BERA Board, with the assistance of the Recreation Supervisor, will then prepare the proposed budget and submit it to the Manager, Staff Services for approval.

The Association Treasurer will assign a BERA account number to each activity, which will be used as a means of identifying the appropriate activity when funds are expended.

Budget revisions may be requested by an activity or may be ordered by the Board. Revision requests approved by the Board must be submitted to the Manager, Staff Services for final approval.

Expenditures over the authorized budget, necessary to continue a program or the operation of a facility, may be authorized without budget revision by the approval of the Board President and the Recreation Supervisor with the following limitations:

- a) such overage does not exceed 15% of the activity's budgeted amount, or \$250.00;
- b) such annual overage does not exceed \$1,000.00 of the overall budget.

Such approvals must be reported to the Manager, Staff Services and to the BERA Board at the next meeting.

#### **2. Accounting Records**

The Association Treasurer will maintain all records necessary to account properly for the Association funds. These records include, but are not limited to, the following:



- a) Ledger. This will be an operating ledger with individual accounts for each activity. Such accounts will show the activity budget, expense and income with appropriate available balances.
- b) Cash Journal. This record will show monthly deposits and a detailed record of all withdrawals. Monthly footings will establish cash balances for reconciliation with bank statements.
- c) Checkbook. Checks should be prenumbered. One signature will be required for checks up to \$3,000.00. Checks for amounts over \$3,000.00 will require two authorized signatures. The following persons have signature authorization:  
Christine Carter  
Elliott Levitt  
Steven Gill  
Mark Israel
- d) Voucher File. Invoices supporting payments other than Payroll shall be kept in the office of the Supervisor, BERA/Recreation.
- e) Payroll Records. These should include individual payroll cards and earnings for each BERA employee. All payments must be supported by completed W-4 withholding tax certificates, properly approved time cards, and rate authorizations.

### 3. Hiring and Payroll Procedures

Applicants for employment will be processed through Staff Services in accordance with current BNL hiring procedures. The rate of pay for all BERA employees is the responsibility of the Manager, Staff Services.

The Recreation Supervisor is responsible for the supervision of all BERA employees. Time cards will be approved by the Recreation Supervisor and forwarded to the Treasurer, who will prepare the payroll in accordance with current statutory requirements.

### 4. Purchasing

Purchases require the following Laboratory approval:

- a) up to \$3,000.00 - Recreation Supervisor
- b) over \$3,000.00 – Manager, Staff Services

Purchase requisitions are not required for material and services unless deemed necessary by the Recreation Supervisor. Purchase requisitions are prepared by the Staff Services Division and forwarded to the Division of Contracts and Procurement for processing.

Delivery of material is first made to the Receiving Section of the Supply & Material Division and then to the Recreation Office. Items of capital equipment are indicated, identified, and included in the master inventory file (see section of Facilities and Equipment).



## 5. Payment to Vendors

After being approved by the Recreation Supervisor, invoices are forwarded to the Treasurer who will:

- a) draw and sign (with countersignature, if required, as indicated in signature authorization procedure) a check in the amount due;
- b) attach check to invoice;
- c) forward check with invoice to the Recreation Supervisor.

The Recreation Supervisor will then mail check to the vendor and file the paid voucher in the appropriate activity account folder.

## 6. Petty Cash

A Petty Cash Fund of \$100.00 shall be maintained by the Recreation Supervisor and shall be available for petty cash expenditures. The Recreation Supervisor or the Board President shall approve all petty cash expenditures. All expenditures must be supported by a receipted bill or certified petty cash voucher.

Periodically, these bills and vouchers shall be summarized and forwarded to the Association Treasurer for reimbursement. Reimbursement shall be by check, in the exact amount as supported, payable to the Recreation Supervisor.

# C. INSURANCE

## General Liability

BNL carries an automobile and general liability policy in which BERA is the named insured. This insurance protects BERA against bodily injury and property damage claims. Included are reasonable expenses for medical services for bodily injuries (Insurance Reference Manual 5.2). **Persons injured in the course of BERA activities must immediately report their injury to the Occupational Medical Clinic and complete the accident reporting form prior to any submission of claims for medical expense reimbursement to the Workmen's Compensation Administrator.**

## Other Insurances

BERA carries a New York State Workmen's Compensation and Disability Insurance policy for BERA employees.

The New York State Unemployment Law and the Federal Social Security Act are applicable to BERA employees.



## **D. ACTIVITIES**

### **Facilities and Equipment**

#### **1. Facilities**

Facilities which are primarily recreational in nature include:

- a) Swimming Pool
- b) Gymnasium
- c) Recreation Building
- d) Recreation Park
- e) Tennis Courts
- f) Par course Circuit

Implementing and scheduling programs at these facilities, as well as supervising associated activities, shall be within the purview of the Recreation Supervisor and the Recreation Representative.

Other Laboratory facilities, which are used only incidentally and occasionally by BERA include:

- a) Berkner Hall
- b) Brookhaven Center

#### **2. Equipment**

All purchases considered capital equipment (items that are, in the opinions of the Recreation Supervisor and the Association Treasurer, considered to be of a lasting nature regardless of cost) shall be inspected, identified, and included in a master inventory.

Periodically, a physical inventory shall be required of all organized-committed activities. In addition, the Laboratory's Recreation Representative, with the aid of the Recreation Assistant, shall physically inventory all facilities' equipment.

### **Use of Recreational Facilities**

Effective Date: **March 2004** - [www.bnl.gov/bera](http://www.bnl.gov/bera)

#### **I. Recreation Procedure**

The facilities of the Laboratory used for recreational activities are not open to the public except for specific, scheduled functions. Unless announced to the contrary, their use is restricted to members of the Brookhaven Employees Recreation Association (BERA) and properly sponsored guests.

The Supervisor of QOL/BERA/Recreation, and the Staff Services Division Manager, is responsible for the management of the recreational facilities including the gymnasium, swimming pool, recreation building, recreation park, tennis courts, par course, and the scheduling of recreational activities in other buildings.



## 2. Admittance

Admittance to recreational facilities will be granted to the following persons in accordance with the individual schedules of these facilities.

### BERA Members

- a) Employees and retired employees of BSA/BNL and DOE Brookhaven Area Office, and members of their immediate families.
- b) Spouses of deceased BSA/BNL employees and members of their immediate families.
- c) Persons with BSA/BNL guest and visiting appointments.
- d) Employees of permanent on-site employers (i.e., Credit Union, Cafeteria).

### Guest Ruling

- a) One Guest: An employee is allowed to bring one guest per visit without special permission or prior arrangement. The employee, who should have a proper BNL ID card, must accompany the guest. (The employee must accept responsibility of the guest).
- b) Two to Five Guests: Advance arrangements for two to five guests may be made at the QOL/BERA/Recreation Office in Staff Services. (No more than five guests per employee are ever permitted). When such an arrangement is made, an admission card is issued in the employee's name with the employee's life number, the number of guests permitted, the date of the visit, and the facility to be visited. The employee, who will be requested to show the admission card at the main gate and at the facility, must accompany guests.
- c) Admittance to the recreational facilities may be denied to any person who does not possess a Laboratory identification card, or any guest not accompanied by an adult BERA member in possession of a Laboratory identification card.

## 3. Schedules

- a) The *swimming pool*, generally open throughout the year, is reserved on workdays for approximately two hours during midday for the exclusive use of BERA members who are employed on-site. It is open weekday evenings and limited weekend hours for BERA members, their immediate family, and guests. (Will be closed on weekends for June, July and August)
- b) The *gymnasium* is open on workdays throughout the year for the exclusive use of BERA members who are employed on-site. It is reserved on workdays for approximately four hours in the evening for exclusive use of scheduled BERA activities. It is open weekday evenings and limited weekend hours for BERA members, their immediate family, and guests.
- c) The gymnasium has limited hours on weekends and is closed on weekends for the summer months: June, July, and August.
- d) The *recreation building* is open throughout the year on a limited schedule. It is also available for group activities as approved and scheduled by the QOL/BERA/Recreation Supervisor.



- e) The *recreation park*, consisting of the gazebo, baseball fields, soccer fields, volleyball courts and archery range, is open throughout the year for group activities approved and scheduled by the QOL/BERA/Recreation Supervisor.
- f) The *tennis courts* are open throughout the year during daylight hours.

Any or all of the facilities may be closed for maintenance or other reasons, or scheduled for special events such as Recreation Program activities.

An up-to-date schedule may be obtained by calling the Recreation Office, extension 2873, or by logging on to [www.bnl.gov/bera](http://www.bnl.gov/bera)

The Supervisor, QOL/BERA/Recreation, must approve exceptions to these policies in advance.

#### 4. BERA Group Campground Rules - As of 11/1/10 camping is no longer allowed on-site

For camping information, see: <http://www.bnl.gov/bera/activities/camping/>

- a) ~~Camping is permitted by reservation only through the BERA Camping Club, or QOL/BERA/Recreation Supervisor. <http://www.bnl.gov/bera/activities/camping/>. A two week maximum per camp vehicle/unit is permitted. Septic system wastes and gray water must be collected in sealed containers for disposal in dump stations. The use of formaldehyde containing septic tank treatments is prohibited.~~
- b) ~~Pets shall be leashed and have current rabies vaccinations. Please clean up after your pet.~~
- c) ~~Campfires, when permitted, must be in metal containers, off the ground, and be a minimum of 20 ft. from the woods.~~
- d) ~~Campfire and barbecue ash is to be deposited in designated metal "Hot Coals" cans.~~
- e) ~~Open fires are not permitted during "high" or "extreme" fire conditions. Refer to the Laboratory wide notifications provided by BNL's Fire/Rescue Group.~~
- f) ~~Fireworks, model rocketry, or firearms are not permitted.~~
- g) ~~Down and dead wood can be used for campfires, but cutting down trees is not permitted without prior approval.~~
- h) ~~Keep the campgrounds clean for use by all.~~

### Participation Policy

#### 1. Clubs, Leagues and Competitive Events

- a) Membership shall be normally open to BERA members, as defined in Article III of the Constitution. Activities, however, by their own constitutions, may limit membership to sub-groups of the general membership defined in Article III. If, for temporary and substantial reason, activities wish to expand participation to include unaffiliated persons, the BERA Board must be petitioned for approval.



- b) The chairperson of an activity shall be an employee. (Exception may be granted by the Board.)
- c) Guest teams may be permitted on site to compete with BERA clubs or leagues when requests are approved by the Recreation Supervisor in accordance with the Laboratory guest ruling for use of recreation facilities.
- d) Any approved, individual instruction sponsored by an activity shall be open to members only.
- e) **Participants in athletic leagues, clubs, and competitive events must be 18 years and older.**
- f) **Users of the Weight Room and Exercise facility (by membership or daily pass) must be 18 years and older.**

## 2. Social-Cultural Clubs and Committees

- a) Membership in long-standing clubs or on short-lived committees shall be open to BERA members, as defined in Article III of the Constitution.
- b) The activity chairperson shall be an employee. (Exception may be granted by the Board.)
- c) Club and/or committee members may, on occasion, invite guests to meetings, lectures, and similar events. Such guests, however, shall have no voice in the organization's proceedings.
- d) Any approved, individual instruction sponsored by an activity shall be open to members only.

## **E. ADMISSION TO BERA ACTIVITIES**

### **Admission Policy**

#### 1. Schedule of Admission Prices

- a) Swimming Pool. A budget and admission schedule shall be set by the Staff Services Division.
- b) Concerts, Plays, Special Events, Movies, etc. A budget and admission schedule for each presentation shall be set by the Recreation Supervisor and the activity chairperson.

#### 2. Public Attendance

The BERA Board may approve public attendance at a particular presentation after giving consideration to the nature, purpose and funding of the activity, and the best interest of BERA members and the Laboratory. If tickets are to be used, BERA members should be offered a right to purchase in advance of any public sale. Since BERA's numerous activities are considered to be conducted primarily for the benefit of members and secondarily for others, visitors' ticket prices may be higher than those for members.





### 3. Spouses of Deceased BNL Employees

Spouses of deceased BNL employees are considered "Special Members" under this Admission Policy. This special membership entitles them and their dependent children to free admission to the swimming pool. Fees charged for any other activity would be the same as fees charged to employees. The Human Resources Division will inform spouses of deceased employees of BERA's policy and issue a "Special Member" identification card, which will permit entrance to the Laboratory and to the activity.

### 4. Retired BNL Employees

The Human Resources office will present retirees with a BERA identification card that will entitle them, with one guest, to attend any BERA social-cultural function on site admission-free; e.g., movies, plays, and concerts. The retired person will also be entitled to the use of the swimming pool at no charge. The BERA Board, however, reserves the right to set an admission fee on certain occasions; e.g., Special Events. Retirees may participate in any facet of the Recreation Program with the same privileges and at the same fees applicable to active employees.

## **Ticket Sales**

### 1. Posting of Ticket Price Schedule

It is the responsibility of the chairperson of BERA activities conducting sales for an event to see that the proper BERA price schedule is posted at ticket offices at the time tickets go on sale.

### 2. Ticket Sales Procedures

- a) Tickets for Lab-wide BERA events will be printed, numbered, and issued upon request by the activity to the Recreation Supervisor. Tickets will be issued to the activity chairperson or ticket committee chairperson who is requested to comply with the following procedures:
  - (i) Record the Numbers of the Tickets issued on a master sheet.
  - (ii) Record on the master sheet the number of tickets distributed to each ticket seller.
  - (iii) Have ticket sellers return money from sales and record sales on master list as soon as possible.
  - (iv) At the conclusion of the sale period, ticket sellers must return all unsold tickets to the chairperson.
  - (v) Money collected must be turned in to the Recreation Supervisor for deposit in the bank as soon as possible. If the Recreation Office is closed, money must be left at Security Headquarters for safekeeping.
  - (vi) Return all unsold tickets and completed master sheet to the Recreation Supervisor as soon as possible following the event.



- b) A master ticket ledger will be maintained by the Recreation Supervisor indicating the number and prices of tickets printed, issued, sold, returned, and destroyed.
- c) No expenditures, under any circumstances, shall be made from cash received from ticket sales.
- d) Upon turning in receipts to the Recreation Supervisor, the ticket chairperson shall receive a signed deposit slip.
- e) The Recreation Supervisor will forward a duplicate bank deposit receipt to the Association Treasurer who will credit the proper account.
- f) A financial statement shall be prepared and signed by the ticket chairperson as soon as all expenses and income figures are available. This statement will be forwarded to the BERA Board for its information.

### **Requests for New Activities**

The BERA Board is always willing to consider employee requests for sponsorship of new activities. However, the following preliminary requirements must be satisfied prior to the time such requests are addressed to the Board:

- 1. Make certain no less than twelve employees have expressed interest in the activity being introduced. Suggestion – interest can be generated by word-of-mouth, or by placing an ad in the classified page of the Bulletin.
- 2. Prepare a written proposal to the BERA Board including such activity information as:
  - a. Purpose
  - b. Goals
  - c. Tentative program of events or course of instruction
  - d. Projected budgetary needs
  - e. Participation requirements, if any.

### **NEWLY APPROVED ACTIVITIES**

- 1. After an activity is approved for BERA sponsorship, members of the activity (especially elected officers) should become familiar with the BERA Constitution, By-laws and procedures. A copy of the BERA Administrative Manual will be issued to the activity for study and reference. With Board approval, start-up and/or support funding may be available for new clubs, not to exceed \$100.

Particular attention should be given to:

- a. Budget Accounting, (sample copy of Activity Questionnaire and Budget Request attached).
- b. Participation Policy
- c. Ticket Sales Policy



## GUIDELINES – BERA ACTIVITIES

1. It is desirable that each BERA activity be governed not only by the policies and procedures established in the BERA Administrative Manual, but also by its own constitution and/or by-laws. Therefore, as soon as possible after an activity is approved, a draft of a governing document should be written and submitted to the BERA Board for review. The purpose of this review is to make certain the rules and regulations proposed by the activity do not conflict with those in the BERA Manual.
2. **Any and all instructors, advisors, consultants or contractors must have a sponsored connection and/or be invited to perform a service on behalf of a BERA activity, BNL, BSA, OMC, or any other designated body at BNL.**
3. **Under no circumstances shall any service or consulting be provided or performed on Laboratory grounds for a fee that is not connected to a BERA activity or BNL by specific invitation or sponsorship.**
4. Members of new activities are sometimes bewildered about prescribed protocol when a problem arises within an activity. As a BERA activity, all complaints and/or problems must be directed to the President of the BERA Board, who in turn will discuss the matter with the full Board for a decision. If, however, the Board feels the matter requires a, so to speak, “decision by a higher court”, it will be directed to the Recreation Supervisor or the Legal Office.
5. If an activity is planning a special event, i.e., party, dance, concert, the BERA Board must first be notified. All plans thereafter, must be coordinated with the Recreation supervisor. This includes the signing of contracts or letters of agreement between the activity and an outside second party. Most times, these contracts are signed by either the Recreation Supervisor or the Staff Services Manager.
6. All Bulletin articles and mailings pertaining to BERA activities must first be routed to the Recreation Supervisor for approval.
7. All BERA activity requests for BNL services (quick-copy, printing, etc.) are subject to approval by the Recreation Supervisor.
8. In accordance with Laboratory policy, raffles of all kinds are not permitted on site.

FINAL NOTE: Questions relating to any BERA matter may be directed to the BERA Executive Board President, or in his/her absence, to the Recreation Supervisor.



## **F. PERSONNEL**

### **Job Descriptions**

#### **BNL**

Manager, Staff Services - Responsible to the Director for the overall supervision of BERA activities. Approves BERA Board policies and procedures. Reviews and approves all BERA budgets and expenditures exceeding \$3,000.00.

**RECREATION SUPERVISOR** - Responsible to the Manager, Staff Services for operating the Laboratory recreation program. Basically, duties entail supervising recreation personnel, approving operating expenditures under \$3,000.00, maintaining records, establishing liaison with the BERA Executive Board and also key activity personnel to effectively administer BERA programs.

**RECREATION REPRESENTATIVE** - Responsible for the general operation and maintenance of the recreation facilities which includes an annual inventory and recommendation to the Recreation Supervisor for the purchase of facilities' equipment and athletic supplies.

**RECREATION ASSISTANT** - Assists the Recreation Representative in the general operation and maintenance of the recreation facilities.

**GYMNASIUM ATTENDANT** - Responsible for monitoring and overseeing activities in the gymnasium. Assists activity participants in setting up equipment.

## **BERA**

### **RECREATION ATTENDANTS**

1. **Building Attendant** - Responsible for monitoring and overseeing activities in the Recreation Building on Tuesday, Wednesday and Thursday evenings, and during scheduled pre-arranged parties on other evenings.
2. **Ground Attendant** - Assigned to perform fieldwork at Recreation Park, on the Tennis Courts, and on the Par course.
3. **Head Lifeguard** – Responsible for scheduling and re-certifying lifeguards. Also, responsible for the general operation and safety of the swimming pool and works with the Recreation Supervisor to recommend equipment, etc. for the pool and lifeguards.
4. **Lifeguard** - Responsible for the safety of swimmers in the BNL pool, sells admission tickets, keeps daily record of admissions, handles daily receipts, and performs other recreation duties as assigned.
5. **Sales Office Clerk** - Responsible for the services in the BERA Sales Office; i.e., film processing and sale of photographic supplies and equipment. Also responsible for the sale of miscellaneous stock items and tickets for BERA events and those offered in the ticket service program. Accepts applications and collects registration fees for BERA activity programs. Maintains records and dispenses awards relating to the BERA Participation Awards Program.

**ASSOCIATION TREASURER** - Duties are detailed in the By-laws, Article I, Section 5 of this manual.

## **Wages**

Wages are available upon request.

Employees working temporarily in a higher classification receive the higher rate of pay; employees working temporarily in a lower rated classification receive their regular rate of pay.



An employee who is paid on an hourly basis receives a minimum of two hours pay for each call-in.

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                 March 1980, July 1980  
                 May 1982  
                 September 1983, December 1983  
                 May 1984, June 1984  
                 June 1985, September 1985  
                 June 1987  
                 January 1989  
                 August 1997  
                 March 2000  
                 January 2003  
                 March 2004  
                 May 2005  
                 January 2007  
                 April 2008, May 2008  
                 October 2009  
                 April 2010, June 2010, October 2010  
                 January 2012  
                 May 2012

